



Community Lives Matter is committed to working to improve the lives and opportunities of residents in our community. Whether supporting younger people in education, asylum seekers or people with dementia and their families, or providing social contact for the elderly, vulnerable or lonely, we strive to meet the particular needs of those we serve. Various activities and projects are run from our centre as well as outreach work thus bringing the community as a whole together.

**Position Title:** Project and Development Manager. *This position requires an Enhanced DBS check.*

**Location:** Community Lives Matter centre in Cottage Lane Mission, Ormskirk

**Length of contract:** two years, renewable

**Salary:** £14k DOE. *This is a part-time post, 20 hours p/w.*

**Scheduled appraisal:** initial three month probation period, thereafter annual

**Major Purpose / Objective:** strategic development, coordination and oversight of Community Lives Matter activities, staff and volunteers

**Key Relationships:**

**Accountable to:** chair and board of trustees

**Responsible for:** charity staff and volunteers

**Other relationships:** charity service users; other support groups and organisations; Cottage Lane Mission staff and volunteers; community representatives

**Key Result Areas (KRAs)**

**1. Create and maintain a vision and development plan**

*Supporting goal: liaise with trustees, community, staff and volunteers to identify needs and draw up, communicate and oversee long-term vision and strategic plan for Community Lives Matter*

In this KRA, I will have done a good job when:

- The needs of the community are understood
- Working together with the chair and board of trustees, the charity's ethos, vision and

- action plan are clearly understood, developed and communicated
- A realistic plan for the charity activities in line with its vision is in place
  - Funding for the charity's activities and development has been obtained
  - The ongoing development of the charity is maintained through assessment of opportunities for future services and activities and research of appropriate funding sources

## **2. Oversee the day-to-day operational management of the charity**

*Supporting goal: manage staff, volunteers and activities to ensure the healthy and successful delivery of services and activities in the community*

In this KRA, I will have done a good job when:

- Day-to-day activities are well coordinated and managed
- Staff and volunteers understand and fulfill their roles well and receive initial orientation and ongoing orientation and oversight
- Healthy relationships between project staff, volunteers and service users are maintained
- Necessary or appropriate training is delivered for staff and volunteers
- All relevant safeguarding policies, risk assessment and health and safety legislation are followed at all times
- Adequate financial controls are in place, understood and followed

## **3. Build and maintain relationships with key stakeholders**

*Supporting goal: individual, community and corporate stakeholders and partners are identified and healthy practices put in place to recognize their contribution to the charity's achievements*

In this KRA, I will have done a good job when:

- The profile and aims of the charity are understood by stakeholders, strategic partners, community groups and the wider community
- A positive working relationship is maintained between the charity and Cottage Lane Mission, both leaders and key volunteers as well as the general congregation
- Donors and grant-making trusts are kept fully informed of the charity's activities and how their contribution is improving people's lives
- New relationships with potential stakeholders are explored and developed

For further understanding of CLM's ethos and activities, visit [communitylivesmatter.org](http://communitylivesmatter.org)

For further information, contact [neil@communitylivesmatter.org](mailto:neil@communitylivesmatter.org) or phone 07449 340677.